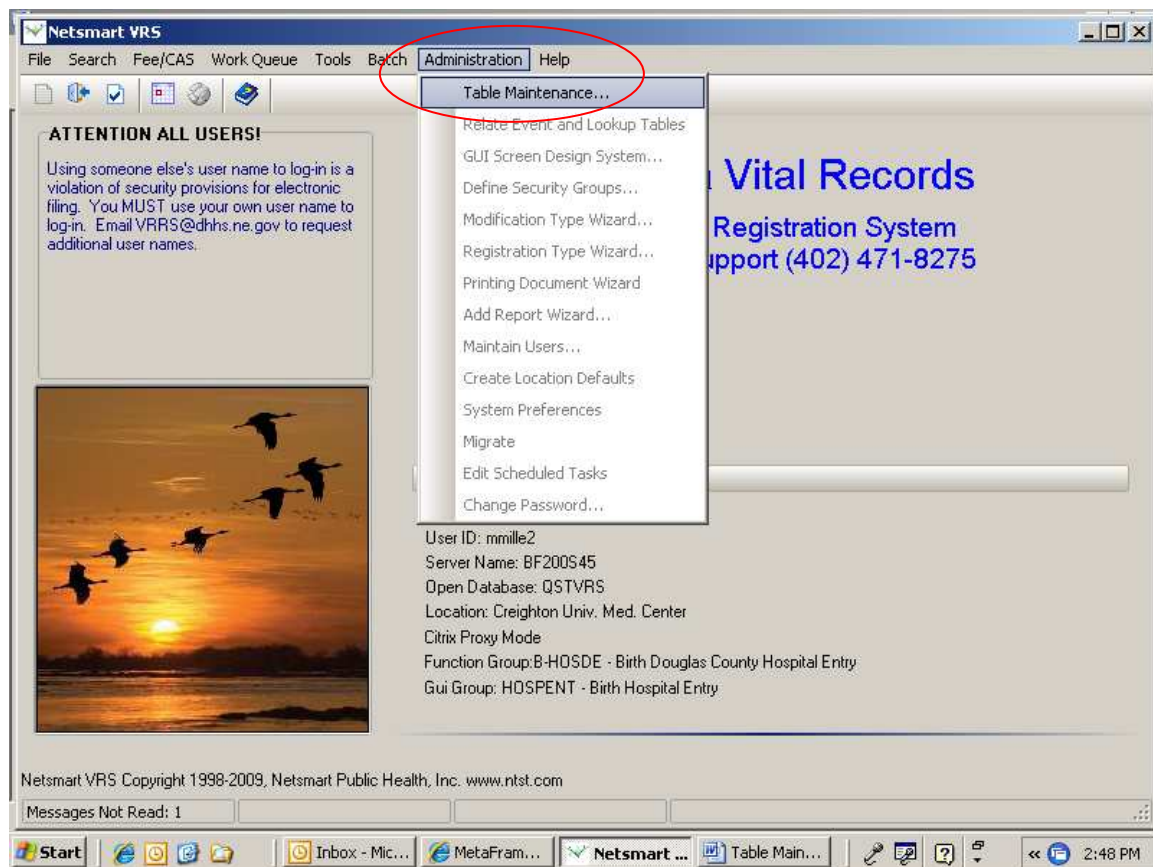


STEP-BY-STEP INSTRUCTIONS TO ADD ATTENDANT

(For additional information about table maintenance, please review the Table Maintenance section in the Training Guide)

Step 1: Go to Administration and click on Table Maintenance



Step 2: Select the BIRATTEND table

The screenshot shows the 'Table Maintenance' application window. The title bar reads 'Table Maintenance'. The menu bar includes 'File', 'Search', 'Fee/CAS', 'Work Queue', 'Tools', 'Batch', 'Administration', and 'Help'. Below the menu bar is a toolbar with icons for file operations. The main interface has a 'Table:' dropdown menu with 'BIRATTEND' selected and highlighted by a red circle. To the right of the dropdown are two checkboxes: 'Show ALL records (include ISACTIVE = F)' (unchecked) and 'Do not create new record' (checked). Below the dropdown is a section labeled 'Choose a field(s) to FILTER the table on.' with three empty dropdown menus. To the right of these are 'Filter the Table' and 'Clear Filter' buttons. Below the filter section is a tabbed interface with 'RECORD LIST (Click on column title to sort by that column)' and 'UPDATE DATA' tabs. The 'RECORD LIST' tab is active, showing a large empty table area. The Windows taskbar at the bottom shows the Start button and several open applications: 'Inbox - Mic...', 'MetaFram...', 'Netsmart ...', and 'Table Main...'. The system clock shows '2:52 PM'.

Step 3: Click on the “Do not create new record” check to uncheck the box. This will allow new attendants to be added.

The screenshot shows the 'Table Maintenance' application window. The 'Table' dropdown is set to 'BIRATTEND'. The 'Show ALL records (include ISACTIVE = F)' checkbox is unchecked. The 'Do not create new record' checkbox is checked and circled in red. Below this, there are fields for filtering the table and buttons for 'Filter the Table' and 'Clear Filter'. The main area displays a table with columns 'BIRATTENDID', 'NAME_FIRST', 'NAME_MIDDLE', and 'NAME_LAST'. The table contains 17 rows of data. The taskbar at the bottom shows the Start button and several open applications: Calendar, MetaFrame, Netsmart, and Table Main. The system clock shows 3:40 PM.

BIRATTENDID	NAME_FIRST	NAME_MIDDLE	NAME_LAST
1168	Cielo		Aswes
855	Scott	E.	Gray
856	Stephen		Hyde
857	Shirley		Miller
858	S.	Kiyoshi	Kim
859	Scott		Menolascino
860	Stephen		Peterson
861	Sandhya		Saxena
862	Sanjeev		Sharma
863	Steve		Sindelar
864	Thomas	M.	Besse
865	Thomas	W.	Davidson
866	Tama		Franklin
867	Thomas	W.	Hilgers
868	T.		Hansen
869	Terrence	J.	Kolbeck
870	T.		Martinez

*Step 4: Highlight an existing attendant by clicking on the attendant.
(HINT: select an attendant that has characteristics similar to the attendant that you are going to add--such as an attendant with the same address)*

Table Maintenance

File Search Fee/CAS Work Queue Tools Batch Administration Help

Table: **BIRATTEND** Show ALL records (include ISACTIVE = F) ☐ Do not create new record ☐

Choose a field(s) to FILTER the table on:

Filter the Table

Clear Filter

RECORD LIST (Click on column title to sort by that column)		UPDATE DATA	
BIRATTENDID	NAME_FIRST	NAME_MIDDLE	NAME_LAST
1168	Cielo		Aswes
855	Scott	E.	Gray
856	Stephen		Hyde
857	Shirley		Miller
858	S.	Kiwoshi	Kim
859	Scott		Menolascino
860	Stephen		Peterson
861	Sandhya		Saxena
862	Sanjeev		Sharma
863	Steve		Sindelar
864	Thomas	M.	Besse
865	Thomas	W.	Davidson
866	Tama		Franklin
867	Thomas	W.	Hilgers
868	T.		Hansen
869	Terrence	J.	Kolbeck
870	T.		Martinez

Start | Calendar - ... | MetaFram... | Netsmart ... | Table Main... | 3:48 PM

Step 5: Click on the Update Data tab. This will cause the record that you highlighted to be displayed.

The screenshot shows the 'Table Maintenance' application window. The title bar reads 'Table Maintenance'. The menu bar includes 'File', 'Search', 'Fee/CAS', 'Work Queue', 'Tools', 'Batch', 'Administration', and 'Help'. Below the menu bar is a toolbar with icons for file operations. The main interface is divided into several sections:

- Table Selection:** A dropdown menu shows 'BIRATTEND'. To its right are two checkboxes: 'Show ALL records (include ISACTIVE = F)' (unchecked) and 'Do not create new record' (unchecked).
- Filter Section:** Labeled 'Choose a field(s) to FILTER the table on:', it contains three empty dropdown menus and two buttons: 'Filter the Table' and 'Clear Filter'.
- RECORD LIST:** A tabbed interface with two tabs: 'RECORD LIST (Click on column title to sort by that column)' and 'UPDATE DATA'. The 'UPDATE DATA' tab is selected and circled in red.
- Form Fields:** Below the tabs, there are several input fields for a record:
 - NAME_FIRST: Stephen
 - NAME_MIDDLE: (empty)
 - NAME_LAST: Peterson
 - NAME_SUFFIX: (empty)
 - NCHS_TITLE_CODE: (empty)
 - TITLE: MD
 - FAC_CODE: 1221
 - MODIFY_USERID: 217
 - MODIFY_DATE: 09/07/2004
 - USER_LOCATION_CODE: Creighton Univ. Med. Center
 - ADDRESS1: 601 N. 30th St.
 - ADDRESS2: (empty)
 - CITY: Omaha
- Action Buttons:** A row of buttons at the bottom of the form: 'Previous', 'Next', 'Insert as New', 'Archive+New', 'Cancel', 'Deactivate', 'Reload', and 'Delete'.

The Windows taskbar at the bottom shows the 'Start' button and several open applications: 'Calendar - ...', 'MetaFram...', 'Netsmart ...', and 'Table Main...'. The system clock shows '3:53 PM'.

Step 6: Replace existing information with the new attendant's information. Fields that may possibly need to be changed on this screen are: **NAME_FIRST**; **NAME_MIDDLE**; **NAME_LAST**; **NAME_SUFFIX** (such as Jr, Sr); **TITLE** (such as MD, PA, DO); **ADDRESS1**; and **CITY**. Leave the **NCHS_TITLE_CODE** and **FAC_CODE** the way they are. Other fields are protected and can't be changed. **ADDRESS2** is not currently being used and won't show on the certificate if used.

The screenshot shows the 'Table Maintenance' application window. The 'Table' dropdown is set to 'BIRATTEND'. The 'RECORD LIST' section shows a single record for 'Stephen Peterson' with the following details:

- NAME_FIRST:** Stephen
- NAME_MIDDLE:** (empty)
- NAME_LAST:** Peterson
- NAME_SUFFIX:** (empty)
- NCHS_TITLE_CODE:** (empty)
- TITLE:** MD
- FAC_CODE:** 1221
- MODIFY_USERID:** 217
- MODIFY_DATE:** 09/07/2004
- USER_LOCATION_CODE:** Creighton Univ. Med. Center
- ADDRESS1:** 601 N. 30th St.
- ADDRESS2:** (empty)
- CITY:** Omaha

The bottom of the window shows a taskbar with the Start button and several open applications: Calendar, MetaFrame, Netsmart, and Table Main. The system clock indicates 3:53 PM.

Step 6 (continued): Existing information replaced with the new attendant's information.

Table Maintenance

File Search Fee/CAS Work Queue Tools Batch Administration Help

Table: **BIRATTEND** Show ALL records (include ISACTIVE = F) ☐ Do not create new record ☐

Choose a field(s) to FILTER the table on:

RECORD LIST (Click on column title to sort by that column) **UPDATE DATA**

NAME_FIRST	Mark				
NAME_MIDDLE					
NAME_LAST	Miller				
NAME_SUFFIX					
NCHS_TITLE_CODE		TITLE	PA		
FAC_CODE	1221	MODIFY_USERID	217	MODIFY_DATE	09/07/2004
USER_LOCATION_CODE	Creighton Univ. Med. Center				
ADDRESS1	1234 Mockingbird Lane				
ADDRESS2					
CITY	Omaha				

Start | MetaFram... | Netsmart ... | 2 Microso... | Table Main... | 8:48 AM

Step 7: Remainder of Screen. The fields that may need updated are State and Zip Code. The field that must be updated is NAME_LMFS. This is how the name appears on the drop down menu. Failure to update NAME_LMFS (last, first, middle, suffix) results in attendants displayed multiple times on the drop down menu. This could also result having a different attendant than the drop down name that prints on the certificate.

The screenshot shows the 'Table Maintenance' application window. The title bar reads 'Table Maintenance'. The menu bar includes 'File', 'Search', 'Fee/CAS', 'Work Queue', 'Tools', 'Batch', 'Administration', and 'Help'. Below the menu bar is a toolbar with icons for file operations. The main area is divided into sections. The top section shows 'Table: BIRATTEND' with checkboxes for 'Show ALL records (include ISACTIVE = F)' and 'Do not create new record'. Below this is a 'FILTER' section with dropdowns for 'Choose a field(s) to FILTER the table on:' and buttons for 'Filter the Table' and 'Clear Filter'. The middle section is titled 'RECORD LIST (Click on column title to sort by that column)' and 'UPDATE DATA'. It contains a form for the 'BIRATTEND' table. The form fields are: 'NAME_SUFFIX' (empty), 'NCHS_TITLE_CODE' (empty), 'TITLE' (PA), 'FAC_CODE' (1221), 'MODIFY_USERID' (217), 'MODIFY_DATE' (09/07/2004), 'USER_LOCATION_CODE' (Creighton Univ. Med. Center), 'ADDRESS1' (1234 Mockingbird Lane), 'ADDRESS2' (empty), 'CITY' (Omaha), 'STATE' (Nebraska), 'ZIPCODE' (68131), and 'NAME_LMFS' (Peterson, Stephen). The bottom section contains buttons: 'Previous', 'Next', 'Insert as New', 'Archive+New', 'Cancel', 'Deactivate', 'Reload', and 'Delete'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '8:51 AM'.

NAME_SUFFIX	NCHS_TITLE_CODE	TITLE	FAC_CODE	MODIFY_USERID	MODIFY_DATE	USER_LOCATION_CODE	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE	NAME_LMFS
		PA	1221	217	09/07/2004	Creighton Univ. Med. Center	1234 Mockingbird Lane		Omaha	Nebraska	68131	Peterson, Stephen

Step 7: Remainder of Screen (continued). Existing information replaced with the new attendant's information.

The screenshot shows the 'Table Maintenance' application window. The title bar reads 'Table Maintenance'. The menu bar includes 'File', 'Search', 'Fee/CAS', 'Work Queue', 'Tools', 'Batch', 'Administration', and 'Help'. Below the menu bar is a toolbar with icons for file operations. The main interface is divided into several sections:

- Table Selection:** A dropdown menu shows 'BIRATTEND'. To its right are checkboxes for 'Show ALL records (include ISACTIVE = F)' and 'Do not create new record'.
- Filter Section:** Labeled 'Choose a field(s) to FILTER the table on:', it contains three dropdown menus and two buttons: 'Filter the Table' and 'Clear Filter'.
- RECORD LIST:** A section with a header 'RECORD LIST (Click on column title to sort by that column)' and a sub-header 'UPDATE DATA'. It contains a list of fields for data entry:
 - NAME_SUFFIX: [Empty field]
 - NCHS_TITLE_CODE: [Empty field]
 - TITLE: [PA]
 - FAC_CODE: [1221]
 - MODIFY_USERID: [217]
 - MODIFY_DATE: [09/07/2004]
 - USER_LOCATION_CODE: [Creighton Univ. Med. Center]
 - ADDRESS1: [1234 Mockingbird Lane]
 - ADDRESS2: [Empty field]
 - CITY: [Omaha]
 - STATE: [Nebraska]
 - ZIPCODE: [68131]
 - NAME_LMFS: [Miller, Mark]
- Action Buttons:** A row of buttons at the bottom of the form: 'Previous', 'Next', 'Insert as New', 'Archive+New', 'Cancel', 'Deactivate', 'Reload', and 'Delete'.

The Windows taskbar at the bottom shows the 'Start' button, several application icons, and the system clock displaying '9:41 AM'.

Step 8: Select Insert as New. This will add the new information into the table and is the last step to add an attendant.

The screenshot shows the 'Table Maintenance' application window. The title bar reads 'Table Maintenance'. The menu bar includes 'File', 'Search', 'Fee/CAS', 'Work Queue', 'Tools', 'Batch', 'Administration', and 'Help'. Below the menu bar is a toolbar with icons for file operations. The main area is divided into sections. At the top, there's a 'Table:' dropdown set to 'BIRATTEND', followed by checkboxes for 'Show ALL records (include ISACTIVE = F)' and 'Do not create new record'. Below this is a 'Choose a field(s) to FILTER the table on:' section with three dropdown menus and 'Filter the Table' and 'Clear Filter' buttons. The central part is the 'RECORD LIST' section, which has a header 'RECORD LIST (Click on column title to sort by that column)' and a sub-header 'UPDATE DATA'. It contains a form with fields for 'NAME_SUFFIX', 'NCHS_TITLE_CODE', 'TITLE' (set to 'PA'), 'FAC_CODE' (set to '1221'), 'MODIFY_USERID' (set to '217'), 'MODIFY_DATE' (set to '09/07/2004'), 'USER_LOCATION_CODE' (set to 'Creighton Univ. Med. Center'), 'ADDRESS1' (set to '1234 Mockingbird Lane'), 'ADDRESS2', 'CITY' (set to 'Omaha'), 'STATE' (set to 'Nebraska'), and 'ZIPCODE' (set to '68131'). At the bottom of the form is a 'NAME_LMFS' field set to 'Miller, Mark'. Below the form is a row of buttons: 'Previous', 'Next', 'Insert as New' (highlighted with a red box), 'Archive+New', 'Cancel', 'Deactivate', 'Reload', and 'Delete'. A status bar at the bottom of the window reads 'Inserts the data above as a new record, without deactivating the previous version'. The Windows taskbar at the very bottom shows the 'Start' button and several open applications: 'MetaFram...', 'Netsmart ...', '2 Microso...', and 'Table Main...'. The system clock shows '9:20 AM'.

If you have questions concerning this or need help, please call the Vital Records help desk at (402) 471-8275.